



## **Attachment 13: RFP Checklist**

### **Superior Court of California, County of Alameda**

Rene C. Davidson Courthouse  
Procurement Unit  
1225 Fallon Street, Room 210  
Oakland, CA 94612

#### **Required Documents**

- |   |                              |
|---|------------------------------|
| <input type="checkbox"/> Acceptance of the Terms and Conditions             | Attachment 3, external file  |
| <input type="checkbox"/> General Certification Form                         | Attachment 4, external file  |
| <input type="checkbox"/> Darfur Contracting Act Certification               | Attachment 5, external file  |
| <input type="checkbox"/> Payee Data Record                                  | Attachment 6, external file  |
| <input type="checkbox"/> Unruh Civil Rights Act (if applicable)             | Attachment 7, external file  |
| <input type="checkbox"/> Bidder Declaration, DVBE Incentive (if applicable) | Attachment 8, external file  |
| <input type="checkbox"/> DVBE Declaration (if applicable)                   | Attachment 9, external file  |
| <input type="checkbox"/> Question and Answer Form (submit questions)        | Attachment 10, external file |
| <input type="checkbox"/> Contact Sheet                                      | Attachment 11, external file |
| <input type="checkbox"/> Reference Check Form                               | Attachment 12, external file |

#### **Required Documents-Technical Proposal and Cost Proposal**

- ☐ **Technical Proposal** (RFP Section 8.1)
  - ☐ Proposed method to complete the work.
    - Ability to complete timing requirements to complete the project
    - Credentials of staff to be assigned to the project
  - ☐ Required **Attachments: 3,4,5,6,7,11,12**
- ☐ **Cost Proposal** (RFP Section 8.2)
  - ☐ Lined item budget showing total cost of proposed services
  - ☐ Full explanation of all budget line items entitled "Budget Justification"
  - ☐ NTE total for all work and expenses payable under the contract if awarded
- ☐ **RFP Submission**

**The Court will not accept proposals that are hand delivered or delivered by a carrier or mail service provider at this time.**

Proposals must be emailed to [bidquestions@alameda.courts.ca.gov](mailto:bidquestions@alameda.courts.ca.gov) and received no later than the RFP deadline of Monday, December 6, 2021 by 3pm.